

# RETZER NATURE CENTER

presents

## Arts and Crafts Fair and Apple Harvest Festival

When: Saturday, September 22, 2018

Where: **Retzer Nature Center**

514W28167 Madison Street  
Waukesha, WI 53188

Retzer Nature Center is holding a large, family oriented festival on Saturday, September 22, 2018. We expect over 4,000 people to attend this event, which will have a nature and agricultural heritage theme. In addition to the arts and crafts fair, there will be a “passport expedition” activity, apple cider, apple pie judging, nature games and activities for children, live music, planetarium shows and a horse-drawn hayride. There will also be a silent auction to raise funds for the Friends of Retzer Nature Center. An extensive publicity campaign is planned for the day.

The arts and crafts fair will have a natural and/or heritage theme. All items must be original work. Kits are not permitted. All exhibitors must meet two of the following criteria:

1. Theme or subject matter of the artwork or craft item must be nature/wildlife related;
2. Materials used must be natural materials (natural dyes, wood, clay, etc.);
3. Craft must utilize or reflect skills of our pioneer or Native American heritage (blacksmith, woodwright, spinner, etc.).

We prefer to accept exhibitors who

- have done the work they are exhibiting themselves, rather than exhibiting the work of others;
- are using original ingredients and components that they have found or made themselves, rather than using purchased ingredients;
- have items with a fresh, original, or uncommercial look, rather than a commercial look;
- do a particular art or craft, rather than “full service crafters” with many different kinds of items.

### DISPLAY SPACE

Each exhibitor receives one 12' x 12' outdoor exhibitor space. These may be on grass or on pavement, at the nature center's discretion. Exhibitors need to come prepared to set up on either surface.

- Chair(s) and 8' foot table(s) are available for rental. (see application form)
- Rain and wind protection for the space and its contents is the personal responsibility of each exhibitor.
- September is often breezy; exhibitors need to make allowances for this in their setup-canopy weights, wind proof displays, etc. One space allowed per exhibitor.

Over for Schedule

## **SCHEDULE**

1. Set-up time is from 6:30 a.m. to 9:00 a.m. Exhibitors will receive a designated time slot to arrive and set up. Parking is separated from the exhibitor's area, and cars are not permitted on the festival grounds during the festival hours.
2. Exhibit time is 9:00 a.m. to 5:00 p.m. Exhibitors are expected to be open for sales during this entire time.

## **APPLICATION FEES AND DEMONSTRATORS**

1. All applications must be received by Friday, August 31, 2018.
2. Applications must be accompanied by 3-5 photographs, slides, or jpeg computer files showing the artist's/craftsman's work. Include your name on each photo or slide. If desired, your photos and slides can be returned when you provide your self-addressed, stamped envelope. You can e-mail your photo's or jpeg file to us at [retzer@waukeshacounty.gov](mailto:retzer@waukeshacounty.gov).
3. A \$50 exhibitor fee is required with the application. Because this is an educational as well as social event, we encourage exhibitors to demonstrate their art/craft at their booth.
4. Electricity is not available to exhibitors.
5. Submitting an application early does not necessarily guarantee acceptance. You will be notified of the status of your acceptance no later than close of business on Wed., Sept. 5, 2018. If your application is not accepted, your exhibitor fee will be returned.

## **AUCTION**

The Friends of Retzer Nature Center will hold a fundraising silent auction during the day. Exhibitors who donate a sample of their work to the auction will receive good publicity coverage at the auction. Please indicate on your application if you would be willing to donate an item.

**APPLICATION**  
**RETZER NATURE CENTER**  
**ARTS AND CRAFT FAIR / APPLE HARVEST FESTIVAL**  
**Saturday, September 22, 2018**

**PLEASE PRINT:** Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers- Home: \_\_\_\_\_ Business: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of art or craft: \_\_\_\_\_

Demonstration? Yes \_\_\_\_\_ No \_\_\_\_\_ Website: \_\_\_\_\_

CRAFT VENDOR ORDER	
\$50.00 exhibitor fee.	\$
Table Rental: _____ # of Tables(s) x \$10.00 each	\$
Chair Rental: _____ # of Chair(s) x \$5.00 each	\$
<b>TOTAL BALANCE DUE</b>	<b>\$</b>

\_\_\_\_\_ I will donate an item for the auction.

(Please describe item) \_\_\_\_\_

Please give us a description of your work and/or your background as an artist/craftsman for publicity.  
(Please use the back of this application):

My art/craft meets the following criteria (minimum of 2):

- \_\_\_\_\_ 1. Nature/wildlife-related theme
- \_\_\_\_\_ 2. Uses natural materials
- \_\_\_\_\_ 3. Reflects or uses skills of pioneer or Native American heritage

- 1. I understand that my booth may be on pavement or grass, at the Nature Center's discretion.
- 2. I agree to have my booth open during the entire exhibit time of 9:00 a.m. - 5:00 p.m.
- 3. I understand that rain and wind protection for my booth is my own responsibility.
- 4. I will defend, indemnify and hold harmless Waukesha County and all of its officials, officers, employees, departments and boards from and against all liability and all claims, demands, judgments, costs and expenses, including attorney fees, due to death injury and damage that is related to or arises from the activity described above. It is understood that this Agreement is intended to be as broad and inclusive as possible in order to afford Waukesha County complete protection from any type of loss that is related to or arises from the activity.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return application with exhibitor fee & photos to:  
Retzer Nature Center  
S14W28167 Madison Street  
Waukesha, WI 53188  
Phone: (262) 896-8007 FAX: (262) 896-6822  
E-mail: [retzer@waukeshacounty.gov](mailto:retzer@waukeshacounty.gov)